

University of Nebraska Press House Style Sheet

(updated March 2025)

REFERENCE MATERIALS

We follow the *Chicago Manual of Style*, 18th ed., for most MSS, although on occasion we will ask that you use MLA, AAA, APA, or another style. Exceptions to *CMS* will be noted in the Project Notes.

We prefer *Merriam-Webster's 11th Collegiate Dictionary*. In general, we prefer closed style for many prefixes, but please check the author's usage against a reliable dictionary. Where multiple spellings are offered, always use the preferred spelling. Retain accents, special letters, and italics for foreign terms as appropriate.

EDITORIAL PREFERENCES

Abbreviations and acronyms

Delete periods in all other acronyms and abbreviations for organizations (e.g., CIA, UNL).

Delete periods if an entire name is an abbreviation (e.g., JFK, FDR).

Change the abbreviations *e.g.*, *i.e.*, and *etc.* in the main text to “that is,” “for example,” “and so forth,” or related phrases (such abbreviations are acceptable in parenthetical remarks or in the notes).

See also GUIDELINES FOR SMALL CAPS AND FULL CAPS, below.

Alphabetization

Use the letter-by-letter system as described in *CMS* 15.67. Do not continue across commas (except the serial comma). UNP uses the letter-by-letter system, which is contrary to the word-by-word system preferred by *CMS* 15.66.

Names with *St.* are alphabetized with other words beginning with *st*, not as if they were spelled *Saint*.

Names beginning with *Mac* or *Mc* are alphabetized letter-by-letter as they appear, not mixed together as if they were all spelled *Mac*.

See *CMS* 15.83–15.95 for alphabetizing non-English personal names.

Bias-free language

Use of biased, derogatory, or offensive language

In creative works: The acquiring editor should be notified and asked to approve the use.

In quoted texts within scholarly works: UNP preference is to elide the word (n—, r—, g—, etc.). It is acceptable to add an *s* at the end of the dash to make the sentence grammatically correct. The copyeditor should inform the author of this house preference. If the author wants to retain the full use, the author must include some kind of explanation in a note attached to first use. Of course, even if the author agrees to follow the press's preference to elide, the author still may want to include an explanation for why the word has been changed. If the word is used repeatedly (for example, in a book analyzing offensive language), a note of explanation must be included in the FM, whether as a separate note or as part of the introductory material.

In published works: If an offensive word is used in the title of a published work, it should be retained.

Disability Language Style Guide

This was developed by the National Center on Disability and Journalism at Arizona State University. It covers two hundred words and terms commonly used.
<https://ncdj.org/style-guide/>

Capitalization

UNP follows Chicago's preference for a spare use of capitals, what is referred to as a "down" style. See *CMS* 8.1.

the University of Nebraska Press (UNP); the press

Words such as army and navy should be set lowercase when standing alone, or when used collectively in the plural, or when not part of an official title, regardless of context. (This is contrary to *CMS* 8.113.)

Captions and credit lines

Use sentence-style capitalization for all captions, whether full or incomplete sentences.

If one caption in the manuscript ends with a period, all captions end with a period, whether they're complete sentences or not.

Credit lines should not be enclosed in parentheses.

Dates

UNP house preference is for the month-day-year date style (January 1, 1990), but *CMS* 18 allows both the month-day-year and the day-month-year styles. Set day-month-year if it is used consistently throughout a manuscript or is intended for an international audience.

Do not use only digits for dates (e.g., 08/08/02).

Spell out months in the notes and bibliography, even if the author has consistently abbreviated.

Diacritics

Verify diacritical marks when you can and list the special characters (not the full words) on page FM 1 in the front matter, below the title; list accented words on the style sheet.

Because the press is now using Times New Roman, most characters and diacritics are represented. Please consult your project editor if a character is unavailable.

Ethnic Groups

Capitalize names of ethnic and national groups, as well as adjectives associated with these names. See *CMS* 8.39.

Capitalize Black and Indigenous as ethnic terms. If an author wishes to retain lowercase spelling, please consult your project editor.

Foreign Words

Foreign proper nouns are not italicized. See *CMS* 7.55.

Unfamiliar foreign words and phrases are italicized. If the word or phrase becomes familiar through repeated use throughout the text, it is italicized only on its first occurrence. See *CMS* 7.55.

UNP applies these rules to Native proper nouns, words, and phrases as well.

Hyphenation

Leave terms *African American*, *Asian American*, *Italian American*, and the like as open compounds, whether used as adjectives or nouns. See *CMS* 8.40.

Initials

Space initials in full personal names (e.g., M. F. K. Fisher), but provide full names wherever possible (query the author).

If initials are used as a name, periods are retained but space is omitted (e.g., G.P. [Cather], B.J. [Hollars], E.W. [Scripps]).

See also GUIDELINES FOR SMALL CAPS AND FULL CAPS, below.

Numbers

Inclusive numbers

For inclusive numbers and inclusive years, we generally follow *CMS* 9.62–63 and 9.65–66.

Large monetary amounts

Sums of money of more than one hundred dollars are normally expressed by numerals, or for numbers of a million or more, by a mixture of numerals and spelled-out numbers, per *CMS* 9.26.

Military units

Spell out military units per *CMS* 9.49.

Use numerals for unit numbers greater than one hundred.

Capital roman numerals are sometimes acceptable for divisions; please consult your project editor.

Numerals vs. words

Spell out numbers according to *CMS* 9.2–7, observing the consistency rule in 9.7.

Parts of a work

Use lowercase and arabic numerals to refer to parts of a work (part 3, chapter 5, appendix 2, table 1), including the MS being edited.

Roman numerals

Leave roman numerals as full caps (sovereigns, centuries in titles, etc.) or lowercase (folios); do not code for small caps.

Be especially careful to insert en dashes as needed.

Possessives

For proper names ending in *-s*, add *'s* for the possessive: Jones's, Descartes's.

Retain the apostrophe for plural attributive nouns: employees' cafeteria, taxpayers' associations.

However, do not use an apostrophe for proper names (often corporate names) or where there is no possessive meaning: *Publishers Weekly*, Department of Veterans Affairs, a housewares sale.

Keep in mind the exceptions to the general rule listed in *CMS* 7.20–22.

Punctuation

Commas

Use the serial comma.

Do not use a comma after short introductory phrases such as “In the 1930s.”

Delete commas from compound predicates (see *CMS* 6.27).

Ellipses

Use the three- or four-dot method (see *CMS* 12.59–67). For some manuscripts, the three-dot method is acceptable for rendering trailing thought.

Do not begin or end quotations—in running text or in extracts—with ellipses.

Citing notes

In both documentation and indexes, when both the page and the note number appears, the period is omitted after the *n* and no space appears on either side (e.g., 102n4; see *CMS* 14.56).

Font

Set punctuation following italicized words in roman unless the punctuation belongs to a title or to the word it follows (see *CMS* 6.2).

Slash, or solidus (/)

Be wary if the author seems to overuse the slash between two nouns; often it indicates a theoretical shortcut that perplexes rather than informs the reader. If the slash appears outside the contexts explained in *CMS* 6.112–21, edit to eliminate it if you're certain about the author's intention or query the author directly if you are not sure.

In run-in verse, use a space on either side of the slash.

Spell check

Ideally, you should run a spell check after the first edit (to catch preexisting typos *and* any typos in insertions) and again after cleanup (to catch typos in new insertions and also to draw your attention to accidentally deleted word spaces and so forth).

Tables

Simple tables will appear within the manuscript and will be tagged. Unless noted in Project Notes, please edit these tables electronically.

Use sentence-style capitalization for table titles and column heads.

Technical terms

email, ebook (closed up, no hyphen)

World Wide Web; the web

internet; the net

website; a web page

Do not italicize web addresses, but do add the `<url>` character style: bisonbooks.com, nebraskapress.unl.edu

Titles

Of persons Please review *CMS* 8.20–34, especially 8.22 regarding titles used in apposition to a name.

Of works Please review the general rules beginning at *CMS* 8.157. When newspapers and other periodicals are mentioned in text, an initial *the*, even if part of the title on the masthead, is usually lowercased (unless it begins a sentence) and not italicized, except in the publications listed below; this is contrary to *CMS* 8.172. Note that UNP does not capitalize prepositions in the titles of works unless emphasis has been placed on the preposition.

Of foreign-language works If the work has not been published in translation and the English title is provided only for the reader's information, the English-language translation should appear in parentheses and be set roman using sentence-style capitalization. If the title represents a *published* translation, use italics or quotation marks as appropriate and use headline-style capitalization.

Special treatment of newspapers and magazine names

Italicize and retain the initial capital letter of the definite article accompanying the names of these newspapers and magazines:

The Athletic

The Atlantic

The Nation

The Onion

The Guardian

Le Monde

UNP word list

antisemitism, anti-Semite

Black people, Blacks, people of color

Civil War terms: Confederate Army, Union Army, Northerner, Southerner

coauthor

co-chair

coeditor

co-founder

co-president

co-translator

COVID-19

ebook

email

Euro-American

Far West, Pacific Northwest, Southwest

francophone (adj.)

the Great Plains

high plains, central plains, northern plains, southern plains

Indigenous

internet

ISIS (ISIL, DAESH)

mulatto

nation-building (n., adj.)

the plains (but note: Plains is often capped in anthropological contexts where it indicates a culture complex, and is capped with tribal designations such as Plains Apaches. Also note: the term plains in its various forms takes a plural verb (the plains are); if the construction is awkward, say "the plains region [or area] is.")

PR

the Staked Plain (Llano Estacado)

state-building (n., adj.)
 Texas Panhandle, Oklahoma Panhandle
 trans-Mississippi West
 western history; westerner; Wild West, Old West
 West Texas, Southern California, but otherwise lowercase directional terms
 white people, whites
 \$US20

OTHER STYLE ISSUES

UNP prefers *that* instead of *which* for restrictive clauses.

Avoid British spellings (e.g., use *toward*, *backward*, *afterward*, *color*, *gray*, *amid*, *among*, and the like as opposed to *towards*, *backwards*, *afterwards* [with an *s*], *colour*, *grey*, *amidst*, *amongst*). Most dictionaries will identify British spellings and provide the American alternative.

Remove superfluous numbers and bullet points from short lists, unless a step-by-step procedure is being described.

When an author is deceased, we prefer to say that he or she *is* the author or editor of a work as opposed to *was*.

Per *CMS* 12.11, when incorporating fragmentary quotations into text, phrase the surrounding sentence in such a way that the quoted words fit into it logically and grammatically.

For biblical citations, we prefer colons: Gen. 1:2.

We prefer to use arabic numerals for part numbers. In creative works, roman numerals are permissible only if the author insists.

MLA style now requires the use of URLs (or DOIs) in Works Cited and no longer requires the medium of publication.

In running text, series lists, and back cover copy, a title of a work within a title should remain in italics and be enclosed in quotation marks (see *CMS* 8.175). However, on the cover and title page, titles within titles should be set in italics, the remaining text set in roman, and the quote marks omitted: *Navajo Talking Picture: Cinema on Native Ground* (cover and title page); *"Navajo Talking Picture": Cinema on Native Ground* (running text).

When the title of a book is also the name of a series or prize, use both the main title and the subtitle in descriptive copy and other running text to avoid confusion (e.g., *American Lives: A Reader*, American Lives Series; *The Prairie Schooner Book Prize: Tenth Anniversary Reader*, Prairie Schooner Book Prize in Fiction).

Inclusive language

Rephrase as necessary to avoid “man” when the author means “humanity” and “he” when the author means “he or she.”

Do not allow “s/he.” If it seems appropriate, you may also alternate between “he” in one paragraph or section and “she” in the next.

Please be mindful of historical contexts in which “he” and “man” are, in fact, accurate and appropriate.

Use a fully plural construction (plural noun and plural verb) if possible, but do not use “their” as a singular possessive.

Refer to *CMS* 5.255–67, Inclusive Language and Minimizing Bias, and the AAUP *Guidelines for Bias-Free Writing* (Bloomington: Indiana University Press, 1995).

See *CMS* 5.266 for the discussion on the use of *they* as a gender-neutral singular pronoun and when used by a person who does not identify with a gender-specific pronoun.

GUIDELINES FOR SMALL CAPS AND FULL CAPS

UNP uses small capitals for design reasons—so that acronyms will not stand out on the text page and because our books use old-style figures, which vary above and below the x-height, making a full capital loom large over a below-the-line numeral.

Our usual style is to small cap (character style: <sm>) all acronyms, abbreviations that lack periods (YMCA), capital letters in letter-plus-number combinations (B-52), and words and phrases typed in full capitals for emphasis or style (including abbreviated source citations in text and abbreviations lists and acronyms in titles and publishers' names).

Use SMALL CAPS, NO PERIODS:

acronyms and abbreviations for organizations: NATO, UN, NAACP

the abbreviations AD, BC, BCE, CE

academic degrees: BA, BS, MA, MFA (but EdD, PhD, full caps, no periods)

technical abbreviations: CD, CD-ROM, DVD, URL

letter-number combinations: B-52, A7, RG 972-Y-034

abbreviations with ampersands: A&M

two-letter postal abbreviations (CA, NY, NJ) in tables, notes, and bibliographies

spell out state and province names in running text

house style for place of publication is unpunctuated with state abbreviations set in small caps (e.g., Ithaca NY: Cornell University Press, 1998)

Washington DC (both in text and source citations)

Political affiliation and state abbreviation (D-NE)

RFK Stadium, JFK Library (this construction applies only when JFK and RFK are not used for their names elsewhere in the text)

COVID-19

Use FULL CAPS, NO PERIODS:

names of countries: UK, USSR, EU

initials that stand for a person's entire name: FDR, JFK (exception: If, for example, JFK is used as a name in the manuscript, use full caps for all other occurrences, such as JFK Library, etc.)

city names: LA, NYC

roman numerals: III, VII, XVI

URLs (so readers don't assume they have to match the formatting)

Use FULL CAPS, WITH PERIODS:

U.S. when used adjectivally (this is contrary to the recommendation of *US* in *CMS*, 18th ed.); we also prefer to spell out *United States* when it is used as a noun, although we will follow *CMS*, 18th ed., and allow U.S. to be used as a noun.

names such as G. P. Cather and W. R. Freeman where the first and middle initials are used as a nickname: G.P., W.R. (use space between the initials only when the full name is used)

Other usages

Use full capitals for capital letters used as letters (e.g., The “B” [or the *B*] stands for . . .) and all other single letters that are not part of letter-number combinations.

Use full capitals for single capital letters preceding a hyphen, unless they are part of a letter-number combination: T-shirt, X-ray (also x-ray), U-shaped.

When following MLA style, UNP prefers to spell out abbreviations such as Oxford University Press, University of Nebraska Press, unless the author or series stipulates a strict usage.

Use lowercase letters, with periods, for *a.m.* and *p.m.*

Always spell out “okay”; do not abbreviate to “OK” or “O.K.”

NOTES AND BIBLIOGRAPHY

Citation form

Full and short cites

If the MS contains both notes and a comprehensive, alphabetized bibliography, the sources in the notes need contain only the author’s surname, a shortened title, and the page number where relevant; *do not* repeat the full bibliographic information in the notes.

If the MS contains only a partial (selected) bibliography, or a bibliography in essay form, or no bibliography at all, a work’s first mention anywhere in the notes should provide full bibliographic information; successive citations should use the shortened form (as above) unless your project editor instructs otherwise.

UNP does not allow the use of “*ibid.*” or “*op. cit.*” All instances should be changed to shortened citations.

In short cites, UNP does not allow the shortened title of the work to be omitted when the work just cited is repeated. This is contrary to the recommendation in *CMS* 18th ed., 13.37. The examples on the left are *CMS*’s recommendation, though the fuller form is usually preferred. Please continue to format short cites as shown on the right.

2. Smith, *The Best Book Ever*, 98.

2. Smith, *The Best Book Ever*, 98.

3. Smith, 108.

3. Smith, *The Best Book Ever*, 108.

4. Smith, 76.

4. Smith, *The Best Book Ever*, 76.

Place of publication

UNP no longer requires a place of publication for books published since 1900, per *CMS* 18th ed., 14.30. However, if an author has consistently included a place of publication in citations, okay to stet and follow the guidance below for house style.

Our house style is unpunctuated, with state postal abbreviations set in small caps (e.g., New Haven CT: Yale University Press, 2002).

Eliminate the state where it is obvious from the publisher's name or where the city is well known (e.g., Lincoln: University of Nebraska Press).

Do not anglicize the city of publication if the author has not done so. Thus, "München," not "Munich."

Per *CMS* 14.33, an initial "The" is omitted from the publisher's name as well as the abbreviations Inc., Ltd., S.A., Co., Pub. Co., etc.

Publisher

The *CMS* section on indicating the publisher in bibliographic entries (14.32–40) is useful.

Abbreviate the publisher's name by deleting "Publishers," "Co.," "Press," etc., where possible (*CMS* 14.33). However, retain "Press" when it is an obvious part of the name (e.g., University of Nebraska Press).

Use ampersands (rather than "and") as appropriate (*CMS* 14.34).

Season or month of publication

Capitalize season of publication when it stands in place of a month (*CMS* 14.70).

Allow abbreviations for month of publication, but please ensure consistency.

Volume and page numbers

When volume and page numbers are cited with only a colon between, close up (e.g., 2:38).

If there is anything but a numeral before the colon (for example, a closed parenthesis), insert a space after the colon (see examples at *CMS* 14.74).

Use arabic numerals, not roman numerals, for volume numbers.

Avoid "ff." and "passim."

Query uses of "cf." where you suspect the author means "see" or "see also." In such cases, spell out.

General chapter notes

Acknowledgments and information on earlier versions of a chapter should appear in an unnumbered note at the head of the notes section for that chapter (tagged as **eds**); see *CMS* 13.59.

Name of bibliography

We prefer "Selected Bibliography" (not "Select Bibliography") for bibliographies that are not inclusive and "Bibliographical Essay" as appropriate.

For inclusive bibliographies, either "Bibliography," "References," or "Works Cited" is acceptable.

Note markers

Note markers in the text should be styled as **enref** (endnotes) or **fnref** (footnotes).

Move note markers to the end of the sentence if possible (to the end of a phrase otherwise).

Do not allow more than one note per sentence; combine notes as necessary.

Notes in the notes section will generally be styled as **en** (endnote). The character style **ennum** should already be applied to the note number (number, period, and tab). Footnotes will generally be styled as **fn** (footnote). The character style **fnum** should already be applied to the note number (number, period, and tab). The A-heads in the notes section will be styled as **ah** (A-head).

Notes keyed to page numbers and short phrases [generally disallowed in UNP books]

When using the annotation method of page locators keyed to short phrases in the text, the notes should be formatted as follows: 000 short phrase: Begin citation [note the **gt** character style on the short phrase; the paragraph style should be **glo**].

The short phrase should ideally start the beginning of a sentence because the capital letter will assist readers in finding the appropriate place on the page. For example,

000 Baseball stadiums in cities: *Sports Illustrated*, May 23, 2005.

However, if the source is for a direct quotation, the phrase used in the notes should mirror the beginning of the quote. The phrase should be surrounded by quotation marks, which will help the reader find the appropriate place on the page more quickly. For example,

000 “I don’t think”: *USA Today Baseball Weekly*, June 9–15, 1993.

Capitalization of the first word in the phrase should match the text:

Text: Washington rebounded to beat the Sun Devils 21–15 in what one newspaper called “the ugliest football game in history.” [note the **gtref** style on the phrase; do not include quote marks]

Note: 000 “the ugliest football game”: *Arizona Republic*, October 15, 2000.

There is no strict guide for how long the phrases should be, but four or five words is a good target.

WORKING WITH THE ELECTRONIC FILES

GENERAL

Initial manuscript and file preparation

All files have been named by the project editor and should not be changed. We use the author's last name preceded by a number: 0000 for case copy and running heads, 000 for front matter, 00 for an introduction not included in the front matter, 80 for appendixes (source acknowledgments, etc.), 90 for the notes, 95 for the bibliography, 99 for the back matter (which can include the list of contributors, index, series list, captions, etc.), and 01, 02, 03 (etc.) for chapters.

In addition to the information that follows, please see the "Scribe Guide for Freelance Copyeditors" for an explanation about the press's current XML workflow.

Unless your project editor has made other arrangements with you, the MS will arrive fully composed using Word's Style feature (e.g., all paragraph styles and most characters styles will already be applied). If additional composing needs to be done (e.g., long quotations need to be set off from the text) as part of the copyediting process, your project editor will provide instructions about which style(s) to use.

The files will be set in Times New Roman. The type size and line spacing will vary depending on the style that has been applied to each paragraph. Do not change these settings. Use Word's magnification tool if you would like to read the text at a smaller or larger size.

Our formatting macros strip out embedded notes, apply character styles (italics, small caps, superscript, etc.), and clean up extra spaces in the manuscript. It is okay to use either straight quotes or smart quotes when editing, but please consult your project editor to see if he or she has a preference.

Double check all composition work done by the press. If you notice that a paragraph or character style has been applied erroneously, please alert your project editor.

****If you need to apply styles but are unsure which one(s) to use, consult your project editor.****

For the most part, the remaining composing (or "tagging") work will consist of applying or fixing character styles in the main text and apparatus. Please also keep in mind the following:

En dash

The press uses true en dashes (–) between letters or between a number and a letter (e.g., University of Nebraska–Lincoln, post–Civil War period, July 4–August 9) and between inclusive numbers. In most cases en dashes should already appear in the manuscript, but if you need to add one, please do so.

Em dash

The press uses true em dashes (—) in manuscripts rather than double hyphens. In the bibliography insert three em dashes for repeated sources (———). (This is counter to the recommendation in *CMS* 18th ed., 13.72.)

Queries

We recommend three-digit or symbol footnotes (e.g., start at 100 or use *, †, and so forth) for queries. Do not insert queries within the text or use Word's Comments feature (this is counter to *CMS* 2.92).

Showing revisions

Unless you are notified otherwise, use Word's Track Changes feature to indicate revisions in the MS going to the author for review. Please use **bold** for insertions (do NOT use underlining) and ~~strikethrough~~ for deletions.

Use revision marks for *all* changes.

Because punctuation changes can be difficult to read, our “Author Instructions for Reviewing the Copyedited Manuscript” lists examples of deleted punctuation so the author can learn to read such changes. If you would like to draw the author’s attention to a hard-to-read change that is specific to the manuscript, please address it in your cover letter.

ELEMENTS OF THE MS

Front and back matter

Confirm that the contents page and chapter openings agree; A-heads in the notes should match the running heads, which appear in the 0000 file.

Part of the project editor’s preparation is to verify titles, the order of the material, copyright statements, and permissions credit lines. Do not change these without consulting the project editor, but do point out any discrepancies. If the author suggests changing any of these, please flag for the project editor to approve.

Prose block quotes and letters (correspondence)

Follow *CMS* 12.9–10 to determine whether quoted text should be set as a block quote (basic styles: **bqs**, **bqf**, **bq**, **bql**) or run in to text. In general, prose quotations of one hundred words or more should be set off from the text.

Be sure to add or delete quotation marks as needed. Use double quotation marks for quotations within an extract but single for quotes within a run-in quote.

Ensure that source citations appear *before* final punctuation for run-in quotes but *after* it for block quotes. Set parenthetical source information following a prose block quote after the final punctuation and a space (not on a new line).

Letters (basic styles: **ltf**, **lt**, **ltl**) with dates, addresses, signatures, and so forth, should be set off from the text no matter how long they are. If the letter text does not have any other special elements, follow the one-hundred-word rule.

Verse (senseline) extracts

Generally, two or more lines of verse within the text should be set as a verse extract (basic styles: **slf**, **sl**, **sil**). MLA style runs in as many as three lines but sets longer verse quotations as extract; for run-in verse, use a space on either side of the slash.

For stanza breaks, the first line of a new stanza will generally be composed as **slf** (senseline first) to signal that space is needed.

When a verse translation follows a foreign-language verse extract, the translation should be set as verse extract as well and enclosed in square brackets; the **slf** tag would be used for the first line of the translation.

Heads

Edit front matter and chapter titles only to the extent of indicating correct capitalization style, following the style established by the project editor. Text following a subhead is set flush left (style: **paft**).

Subheads within chapters should be tagged **ah**, **bh**, and **ch** per *CMS* 1.62. If you identify more than three levels of heads, alert the project editor. We generally prefer to avoid “Introduction” or “Conclusion” as a

subhead; a section break is sufficient (on the first paragraph of the new section, use the style **psec**).

Our usual style for A-heads (style: **ah**) in the notes is chapter number (sans “chapter”) plus period followed by chapter title. Thus: 1. The Legacy of Beethoven.

Chapter epigraphs

The source should appear at the end of the epigraph, not keyed to a note number (see *CMS* 1.41). Set the attribution on a new line (style: **ept**).

Avoid using epigraphs under subheads; encourage the author to work them into the text or delete them.

Illustrative materials

Whenever possible, we will send a PDF of illustrations for your reference.

The project editor will check permissions and include required credit lines.

Edit the captions as necessary (included with the back matter in file 99).

Check captions and titles for accuracy, and check against the list of illustrations in the front matter.

Ensure that the information in illustrative materials, especially figures, maps, and tables, corresponds to data and discussions in the text.

Read through for errors in spelling, calculation, and the like.

The project editor will indicate whether the illustrations are to be grouped or scattered; if they are to be scattered, make sure call-outs are marked in the text: e.g., {~?~IM: insert unp-[author name]-fig01 here.}. If call-outs are missing, please ask the author to indicate during the review approximately where illustrations should be placed; insert call-outs during cleanup.

Do not advise the author to add illustrative material without consulting the project editor. The press almost never allows the addition or swapping of illustrations once the manuscript has been turned over to the EDP staff by the Acquiring staff.

If you believe that any tables, graphs, or figures are superfluous, please discuss with the project editor. If any are poorly constructed, advise the author on how to improve them. *CMS* chapter 3 gives useful advice on the editing of illustrations and tables.

Maps

If the project editor indicates that maps will be prepared by a freelance cartographer, please check the lists of labels (in file 0000) against the highlighted sample maps to make sure that every element listed is shown on the sample map and against the text to verify spellings.

Tables

Most tables can be edited electronically. Tables will appear in the manuscript where the author placed the call-out or in a separate Word document included with the manuscript files. Tables within the manuscript will be tagged (**thn**, **th**, **tch**, **td** *include tags for sources lines, etc.*).